



# REMOTE LEADERSHIP UNLOCKED

## BOOK CLUB – Session 5: Sustain Excellence

### Session 5: Sustain Excellence

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#### SESSION GUIDE (60 Minutes)

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##### For the Facilitator/Organizer:

###### Technical Setup:

- Test breakout room functionality before the session
- Have screen sharing capability ready
- Create 2-3 breakout rooms (maximum 4 people per room)
- Keep the main session recording off to encourage open discussion

###### Materials to Have Ready:

- Book chapter reference points
- Link to Comprehensive Capacity Assessment Dashboard ([unlocked.click](#))
- Link to Strategic Workload Redistribution Planner ([unlocked.click](#))
- Access to all previous session resources for planning discussion
- Timer for breakout sessions

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#### SESSION AGENDA

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##### OPENING: Sustainable Excellence (10 minutes)

**Say to Group:** "Today we address the final responsibility: ensuring that everything you've built—relationships, safety, results focus, and growth opportunities—remains sustainable over time. All our progress means nothing if people burn out achieving those results."

##### Opening Discussion:

**Ask:** "Development experiment updates from last session - what career conversations happened, what opportunities did you create, and what did you discover about your team members' aspirations?"

*Keep this focused on insights and actions taken*



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### SMALL GROUP DEEP DIVE (20 minutes)

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#### **Breakout Room Instructions:**

**Say:** "You'll have 20 minutes in breakout rooms today because we need time for forward planning. Assign someone to watch time and bring discussion back after 15 minutes. Focus on sustainability patterns in your actual teams."

#### **Discussion Questions for Breakout Rooms:**

**Question 1 (6 minutes):** "Capacity monitoring (pages 122-123): How do you currently know when team members are approaching their sustainable limits? What early warning signs might you be missing?"

**Question 2 (6 minutes):** "Workload redistribution (pages 124-125): What work always goes to the same willing people on your teams? Which team members are carrying disproportionate loads because they don't say no or because they're the 'go-to' person?"

**Question 3 (4 minutes):** "Looking at your teams right now: What boundaries need protection? Where is work expanding beyond sustainable levels?"

**Question 4 (4 minutes):** "What would sustainable excellence look like for your team six months from now? How would you know the difference between high performance and unsustainable heroics?"



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### LARGE GROUP DEBRIEF (15 minutes)

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#### **Discussion Flow:**

**Ask:** "What sustainability warning signs are you missing across your teams? What patterns did you notice about workload distribution?"

**Ask:** "How do you distinguish between high performance and unsustainable heroics? What would change in your monitoring approach?"

*Listen for: focus on outcomes vs. hours, proactive vs. reactive capacity management, individual vs. systemic solutions*

#### **Practical Application:**

**Do:** Screen share the Capacity Assessment Dashboard from the book resources

**Ask:** "Looking at this dashboard, what would happen if you used this weekly with team members? What resistance might you encounter, and how would you position it as support rather than surveillance?"



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### PLANNING FORWARD (15 minutes)

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**Say:** "You've now discussed all five responsibilities that only you can do as a manager. Let's plan next steps for sustainable implementation."

#### **Forward Planning Discussion:**

**Ask:** "Which of the five responsibilities—Build Real Connections, Make Teamwork Normal, Focus on Results, Enable Growth, or Sustain Excellence—will create the biggest impact if you focus on it first over the next 30 days?"

*Have each person share their choice and reasoning*

**Ask:** "What's your biggest obstacle to implementing what you've learned? Is it time, organizational resistance, skill development, or something else?"

**Ask:** "How will you hold each other accountable for continued development beyond this book club?"

**Do:** Discuss ongoing use of the Slack/Teams channel - will you keep it active? Schedule follow-up conversations?

**Say:** "The 90-Day Transformation Playbook in Chapter 7 (pages 140-162) gives you a systematic approach. You don't have to implement everything at once—pick your starting point and build systematically."



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### FINAL COMMITMENTS & NEXT STEPS (5 minutes)

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#### Action Planning:

**Say:** "In our [channel name], commit to ONE responsibility you'll focus on for the next 30 days. Be specific about what you'll experiment with and how you'll measure progress."

**Say:** "Schedule monthly check-ins with each other. Transformation requires sustained effort, not just good intentions. Who's willing to facilitate a follow-up session in 60 days to share what's working and troubleshoot what isn't?"

#### Long-term Support:

**Ask:** "What ongoing support would be most valuable? Options might include:"

- Monthly virtual coffee chats to discuss implementation challenges
- Quarterly follow-up sessions to review progress and learn new techniques
- Shared resource library for tools and articles
- Peer mentoring partnerships

**Do:** Get specific commitments for ongoing connection and accountability

**Say:** "Remember: you're not trying to become perfect managers overnight. You're building habits and systems that compound over time. Small, consistent improvements in these five areas create dramatic changes in team performance and satisfaction."

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### POST-SESSION FOLLOW-UP

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#### For the Facilitator:

- Send a comprehensive summary within 48 hours including all resource links
- Create a plan for ongoing channel maintenance and follow-up sessions
- Schedule the 60-day follow-up session if there's interest
- Provide a resource list of all tools and assessments referenced across sessions

#### Encourage Participants To:

- Implement their chosen 30-day focus area systematically
- Use the channel for ongoing questions, wins, and challenges
- Support each other through organizational and implementation obstacles
- Share successes and failures openly to accelerate group learning



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### REMEMBER: THE TRANSFORMATION JOURNEY CONTINUES

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This book club is a beginning, not an end. You now have a complete system for remote leadership excellence, but implementing these five responsibilities requires sustained effort and continuous improvement.

Your team members are waiting for you to become the manager they need. They're waiting for relationships that make honest communication possible, systems that make collaboration feel natural, performance conversations that remove barriers, development opportunities that advance their careers, and workload management that protects their well-being while challenging them to excel.

Start with one conversation, one system, one small change. Build momentum through consistent practice. Measure progress through leading indicators. Troubleshoot problems before they become crises.

One year from now, you'll look back on this book club as the moment when everything changed—not just for your team's performance, but for your understanding of what remote leadership can accomplish when it serves human potential.

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### ADDITIONAL RESOURCES

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- **Book Website:** [unlocked.click](https://unlocked.click) (tools, assessments, implementation guides)
- **90-Day Transformation Playbook:** Chapter 7 (pages 140-162)
- **Measurement & Troubleshooting:** Chapter 8 (pages 163-202)
- **Quick Reference Guide:** Pages 210-211 (summary of all five responsibilities)

*Your remote leadership transformation begins now. Make it count.*